



**STATE PROCUREMENT OFFICE  
REQUEST FOR  
AN ALTERNATIVE PROCUREMENT**

TO: Chief Procurement Officer

FROM: \_\_\_\_\_  
*Name of Requesting Department*

Provide the following information about the procurement:

1. Title of the Solicitation:
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2. Solicitation No.:	3. Date of Notice:	4. Offer Due Date:	5. Term of Contract:	6. Number of BAFO
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**SELECT AND COMPLETE #7, #8 OR #9 BELOW:**

7. Pursuant to HAR Section 3-122-35, Competitive Sealed Bidding (CSB), the Department requests approval to conduct alternative procurement for one of the following (select one and explain):

There was one responsive and responsible bidder but the price was not fair and reasonable. Explain the situation and why there is not time for re-solicitation or why re-solicitation would not result in a successful procurement.

Explanation:

or

There were no bids received or there were no responsive and responsible bidders. Explain the situation and why it is neither practicable nor advantageous to re-solicit. In the explanation, provide the impact of time constraints, what competition exists, and whether the additional potential cost of preparing, soliciting and evaluating competitive sealed bids is expected to exceed the benefits normally associated with the solicitations.

Explanation:

8. Pursuant to HAR Section 3-122-59, Competitive Sealed Proposals (CSP), the Department requests approval to conduct alternative procurement for one of the following (select one and explain):

- There was one responsible offeror but the price was not fair and reasonable. Explain the situation and why there is no time for re-solicitation or why re-solicitation would not result in a successful procurement.

Explanation:

or

- There were no proposals received or there were no responsible offerors submitting acceptable proposals. Explain the situation and why it is neither practicable nor advantageous to re-solicit. In the explanation, provide the impact of time constraints, what competition exists, and whether the additional potential cost of preparing, soliciting and evaluating competitive sealed proposals is expected to exceed the benefits normally associated with the solicitations.

Explanation:

9. Pursuant to HAR Section 3-122-66 Professional Services, the Department requests approval to conduct alternative procurement as follows:

- There were less than three names submitted. Explain the situation. What process will be followed as part of the alternative procurement process? In the explanation, include why there is no time for re-solicitation or why the additional potential cost of preparing, soliciting and evaluating responses is expected to exceed the benefits normally associated with the solicitations.

Explanation:

or

- There were no names submitted. Explain the situation and why it is neither practicable nor advantageous to re-solicit for statements of qualifications and expressions of interest. In the explanation, provide whether the additional potential cost of resoliciting requests for qualifications is expected to exceed the benefits normally associated with the solicitation process.

Explanation:

